Module 10

Local Nationals in the DCPDS

Module Overview

Purpose   This module introduces the information you need to process actions for Department of Defense Local Nationals (LNs) located in overseas areas. Currently, there are 11 countries that have *unique* LN roles and responsibilities. They are:

Azores	Japan
Belgium	Korea
Cuba	Saudi Arabia
Germany	Turkey
Iceland	United Kingdom
Italy	

An LN generic role is used for non-specified countries; e.g., LN Personnelist, LN Classifier, etc.

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Before You Begin

The format for processing LN actions is the same as processing Appropriated Fund employee actions. However, each country has unique data fields and Descriptive Data Fields (DDFs) to simplify the processes.

- The Request for Personnel Action (RPA) is the same except:
  - Some of the data fields are grayed out.
  - The SSAN is <u>not</u> auto-populated. (The data field is grayed out.)
  - The SSAN is input via the **Extra Information** Taskflow Button, selecting the **Local National Unique Data** *Type* and typing the SSAN in *Employee ID Number* data field.
  - There are only two *Authority Codes* on appointment actions, the remaining are grayed out.
  - **Extra Information** Taskflow Button will contain most of the employee information.

LN Responsibility List

Designated users will only see the roles and responsibilities for their country on the **Navigator** Window. For example, a user in Germany may see one or more of the following responsibilities:
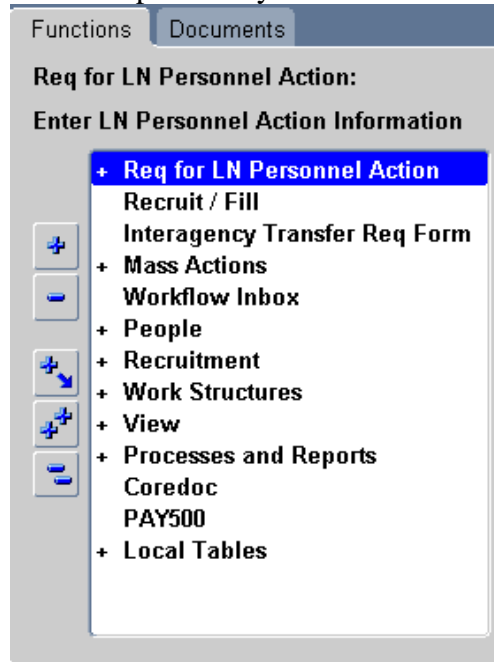
CIVDOD LN HR MGR – GERMANY
LN Classifier – Germany
LN Personnelist – Germany
LN Resource Manager – Germany
LN Supervisor – Germany
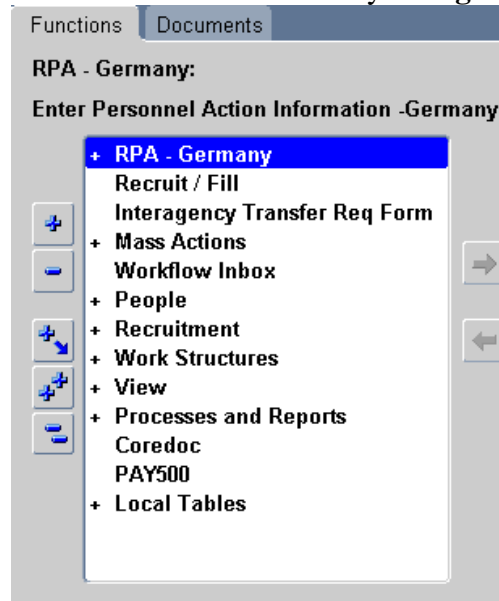
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LN Personnelist Navigation List - Generic

Below is an example of the **Navigation List** that is displayed when the generic LN Personnelist responsibility is selected.

LN Personnelist Navigation List - Germany

Each specified country has a distinct LN Personnelist **Navigation List**. This is an example of the LN Personnelist – Germany **Navigation List**.
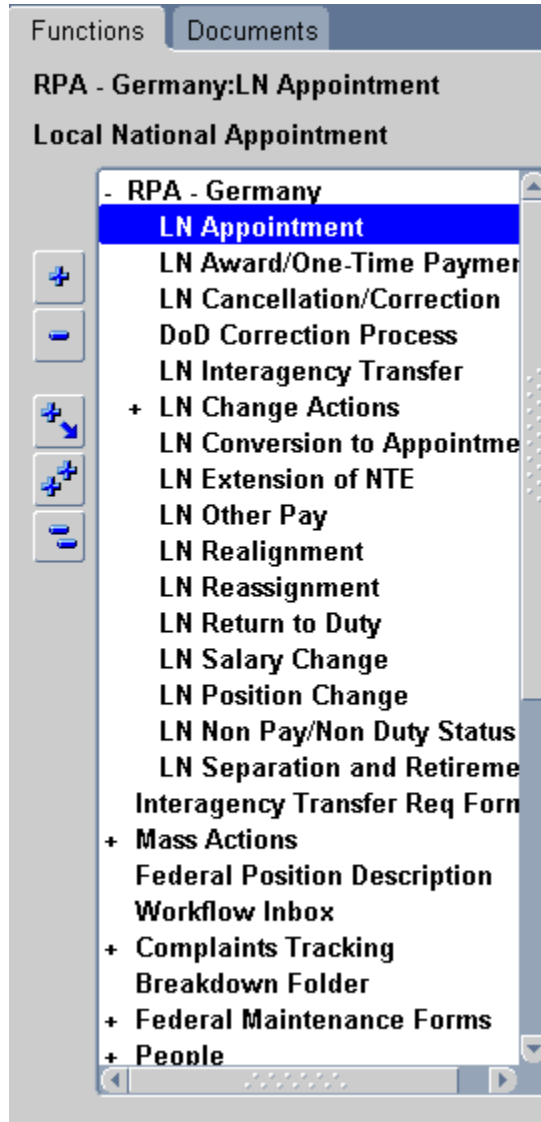

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**RPA LN
Navigation List**
Each specified country has a distinct RPA LN **Navigation List**. This is an
example of Germany's expanded LN RPA **Navigation List**.

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